



Menu Set Up

To set up Menus, click on All Set Up on the Main Screen, then Menu Set Up:

Menu Category Set-Up	Modifier Set-Up	You can set up menu categories, modifiers
		and items manually or import menus and modifers from prepopulated Excel spreadsheets, which is much faster.
Import Menu from Excel File	Import Modifiers from Excel File	You can create multiple menus, such as Dine-In Menu & Carry-Out Menus, and associate the categories to different menus by click on Menu Category Set-Up button.
Export Menu	Import Menu	Each food category can be associated with multiple menus. You can switch menus during the ordering process.
		You can export the menu to an external drive as back up and import it back if needed.
Upload Menu to Website	Multi-Menu Set-Up	After the menu categories and modifiers are created or loaded, you can then associate modifiers with categories or items.
Close		You can also upload the menus to your online ordering website. You POS menus can be synchronized with online menus by a single clic SUPERMENU



Menu Set Up Menu Category Set Up	Lide Help Show Help
X Fresh Subs	Items Modifiers Edit Image
X Hot & Fresh Toasted	Items Modifiers Edit Image
X Fresh Salads	Items Modifiers Edit Image
X Fresh Wraps	Items Modifiers Edit Image
X Kid's Pak	Items Modifiers Edit Image
X Mini Sandwiches	Items Modifiers Edit Image
XBreakfast	Items Modifiers Edit Image
X DRINKS & EXTRAS	Items Modifiers Edit Image
x	Items Modifiers Edit Image
Upload Delete All Dis	splay Printers Close

On Menu Category Set Up Screen, you can enter all the categories names in the field. After the name is entered, click on Items to enter the items for the category:



User Guide

Name	Price	Price1	Price2	Price3	Price4	Abbreviation					
Turkey Breast		5.69	5.25	1.99	3.29		Modifiers	Edit	Image	Inventory	Spe
Turkey Breast and Ham		5.69	5.25	1.99	3.29		Modifiers	Edit	Image	Inventory	Spe
Veggie Delite®		5.69	5.25	1.99	3.29		Modifiers	Edit	Image	Inventory	Spe
BLT (Bacon, Lettuce, Tomato)		5.69	5.25	1.99	3.29		Modifiers	Edit	Image	Inventory	Spe
Cold Cut Combo		5.69	5.25	1.99	3.29		Modifiers	Edit	Image	Inventory	Spe
Ham		5.69	5.25	1.99	3.29		Modifiers	Edit	Image	Inventory	Spe
Oven Roasted Chicken Breast		5.69	5.25	1.99	3.29		Modifiers	Edit	Image	Inventory	Spe
Roast Beef		5.69	5.25	1.99	3.29		Modifiers	Edit	Image	Inventory	Spe
Seafood Sensation		5.69	5.25	1.99	3.29		Modifiers	Edit	Image	Inventory	Spe
Subway® Club		5.69	5.25	1.99	3.29		Modifiers	Edit	Image	Inventory	Spe
Sweet Onion Chicken Teriyaki		5.69	5.25	1.99	3.29		Modifiers	Edit	Image	Inventory	Spe
Tuna		5.69	5.25	1.99	3.29		Modifiers	Edit	Image	Inventory	Spe
							Modifiers	Edit	Image	Inventory	Spe
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Each Category may have multiple sizes, such as Small, Medium, Large, etc. To set up the sizes, click on Sizes Button:

S	Sizes for Fresh Subs	×
	Number of Sizes:	4
	Name of Size 1	6"
	Name of Size 2	12"
	Name of Size 3	Mini
	Name of Size 4	Wrap
	Name of Size 5	
	Name of Size 6	
	Update	Close



On the category sizes screen, first select the number of size, then enter the size names, such as Small, Large, 6", 12", etc., then click on Update.

You can enter the prices for the items. If there is only one size for the category, enter the price in the price field. If there are multiple sizes, enter price 1, price 2, price 3, etc. in the fields. Everything will be automatically saved as you typed in.

After you enter all the items for the category, you can click on Display to set up the display attributes for the items:

5 Menu Set Up -> Menu Category Set Up -> Display Set Up - Fresh Subs		Hide Help Show Help	
BLT (Bacon, Lettuce, Tomato)	Cold Cut Combo	Ham	
Cold Cut Combo			
Ham	Oven Roasted Chicken	Roast Beef	
Oven Roasted Chicken Breast	Breast	NUASI BEEI	
Roast Beef	Seafood Sensation		
Seafood Sensation	Seatood Sensation	Subway® Club	
Subway® Club	Sweet Onion Chicken	_	
Sweet Onion Chicken Teriyaki	Teriyaki	Tuna	
Типа	BLT (Bacon, Lettuce,		
Turkey Breast	Tomato)	Turkey Breast	
Turkey Breast and Ham			
Veggie Delite®	Veggie Delite®	Turkey Breast and Ham	
Number of Columns: 2 💌 Number of R	tows: 6 Save Columns and Rows		
Color: Font Size:	Save All to the Same Font		
Save All in Alphabetcial Order	Save All in Natural Order Close		



On this screen, if you want to change the position of certain item, click on the item on the left, then click on the button on the right to set the position until all buttons on the left turns yellow. To change the font size and color, select the button on the right and select the color and font size on the bottom. You can also change the numbers of rows and columns on the screen.

You can also set the online images for item by click on Image button.

To set up printers for the category, click on Printers button on the category set up screen, the following screen will appear:

🛐 Set Up Printers for Categories	×
Fresh Subs	Kitchen 1 Kitchen 2 Kitchen 3 Bar
Hot & Fresh Toasted	Kitchen 1 Kitchen 2 Kitchen 3 Ear
Fresh Salads	Kitchen 1 🗌 🗆 Kitchen 2 📄 🗖 Kitchen 3 📄 🗖 Bar
Fresh Wraps	Kitchen 1 Kitchen 2 Kitchen 3 Bar
Kid's Pak	Kitchen 1 _ F Kitchen 2 _ F Kitchen 3 _ E Bar
Mini Sandwiches	Kitchen 1 Kitchen 2 Kitchen 3 Bar Items
Breakfast	Kitchen 1 🗍 🗖 Kitchen 2 🗍 🗖 Kitchen 3 🗍 🗖 Bar 🛛 Items
Diedniast	
DRINKS & EXTRAS	<mark>✓ Kitchen 1</mark>
	Close All Close

The make a category to print to a printer, check the check box for the category. Supermenu POS supports three kitchen printers and 1 bar printer. To set printers for an item, click on the Items button on the screen.



Load Menu from Excel Files

The quickest way to set up Menu is to create a menu spreadsheet and import the menu to the systems. The following is a menu template image. <u>Click here to Download</u>.

- 1. Enter the Category Name in Column A
- 2. Enter the Item Name in Column B
- 3. Enter the Item Price in Column C
- 4. If the category has multiple sizes, enter the prices in Column D, E, F, G, H
- 5. Enter the optional name in Foreign Language such as Chinese, Thai, in Column I
- 6. Enter the description in Column J, if needed
- 7. Import the Menu into the System
 - (1) Go to Menu & Modifier Set Up,
 - (2) Then Go to Menu Set up
 - (3) Click on Import Excel Menu, find the Menu Excel File and open it



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		soft Excel - Menu							
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